

# **A-76 THE HRA ROLE**

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# **A-76 THE HRA ROLE**

## **Overview**

- **HR Role in Any Major Organizational Change**
- **A-76 Circular Requirements**
- **Management Employee Relations**
- **Classification**
- **Staffing**
- **Training**
- **RIF Planning**
- **Lessons Learned**
- **Summary**

# **A-76 THE HRA ROLE**

## **HR Role in Any Major Organizational Change**

- **Planning**
- **Development**
- **Implementation**

# **A-76 THE HRA ROLE**

## **A-76 Circular Requirements**

- **General Requirements**
  - **Interface with employees**
  - **Identify adversely affected employees**
  - **Conduct RIF**
  - **Determine priority considerations**
  - **Provide right of first refusal list**

# **A-76 THE HRA ROLE**

## **A-76 Circular Requirements (Cont.)**

- **MEO Requirements**
  - **Schedule time line for RIF**
  - **Advise on position classification**
  - **Classify position descriptions**
  - **Perform labor market analysis**
  - **Provide pay data for cost estimate**
  - **Develop employee transition plan**

# **A-76 THE HRA ROLE**

## **Management Employee Relations**

- **Provide advice prior to transition**
- **Discipline**
- **Performance**
- **Light Duty**

# **A-76 THE HRA ROLE**

## **Classification**

- **Support to MEO Development**
- **Input on how to design positions within grade levels-Position Management**
- **Organizational structures**

# **A-76 THE HRA ROLE**

## **Staffing**

- **Temporary Appointment**
  - **Lower cost**
  - **Law mandates time limit to two years**
- **Part-time**
  - **Breakdown duties**
  - **Replace more than one full time position**
- **Intermittent**
  - **Short term recurring workload**
  - **Difficult to recruit**



# **A-76 THE HRA ROLE**

## **Training**

- **May be needed due to new processes and new jobs**
- **Not a CSO function**
- **Responsibility of DLA Training Center (DTC)**

# **A-76 THE HRA ROLE**

## **RIF Planning**

- **Pre-RIF Planning**
- **Mock RIF**
- **Formal RIF**

# **A-76 THE HRA ROLE**

## **Pre-RIF Planning**

- **Transition**
  - **Template**
  - **Timeframe**
- **Communication**
  - **Newsletters**
  - **Town Meetings**
  - **Benefits/RIF Briefings**

# **A-76 THE HRA ROLE**

## **Mock RIF**

- **Union Contract**
- **Prepare Mock RIF**
- **Letters prepared for**
  - **Government win**
  - **Contractor win**

# **A-76 THE HRA ROLE**

## **Mock RIF (Cont.)**

- **Announcement made on Friday**
- **Monday - Issue letters**
- **Tuesday - PPP (CARE Briefings)**
- **Wednesday - PPP, benefits counseling and outplacement services.**

# **A-76 THE HRA ROLE**

## **Formal RIF**

- **Follow union contract**
- **120/150 days deliver formal notice letters**
- **Continue with counseling done in Mock RIF**

# **A-76 THE HRA ROLE**

## **Lessons Learned**

- **VSIP/VERA**
- **Mock RIF**
- **Temporary Employees**
- **Outplacement Program**